

45-17

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CRAMS Report

FROM:

Executive Officer to the DDA

EXTENSION

NO.

DDA 85-1942

DATE

30 May 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/Communications

2. D/Finance
616 Key

3. D/Information Services
1105 Ames

4. D/Information Technology
2D0105 Hqs

5. D/Logistics

6. D/Medical Services
1D4040 Hqs

7. D/Personnel

8. D/Security

9. D/Training and Education
936 CoC

10. DDA Planning Officer

11.

12.

13.

14.

15.

To All:

Attached is the latest CRAMS Report for your office. Please check room by room and ensure all the information is correct. If you are gaining or losing space, it is most important that you write on the CRAMS Report where the space came from or where it is going to.

Please return the CRAMS Report directly to OL/HOME no later than 18 June and ensure that your name and extension appear on the Report.

If you have any questions regarding this Report, please contact Steve in OL/HOME on extension

Thank you,

Att:

CRAMS Report

cc: C/OL/HOME w/o att.

ORIG:EO/DDA:be:30 May 85

Distribution:

- 0 - PRS OC w/att.
- 1 - Ea. Addt'l Addree w/att.
- 1 - DDA Subj w/o att.
- 1 - DDA Chrono w/o att.
- 1 - EO Chrono w/o att.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CRAMS REPORT

FROM:

C/HOME/OL
3E14
Hqs.

EXTENSION

NO.

DATE

28 May 1985

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ~~7018~~ HQQS

PLEASE READ CAREFULLY!!

2.

Attached is your latest CRAMS report. Please check room by room and ensure all information is correct. If your are gaining or losing space it is most important that you write on the CRAMS where space came from or is going to.

3.

4.

5.

Please return the CRAMS to OL/HOME no later than 18 June 1985. Also sign your name and extension on the CRAMS.

6.

7.

Thank-you,

8.

9.

Any questions call Steve,

10.

11.

12.

13.

14.

15.